

OPTIONAL INFORMATION	
Name of School:	Date of Inspection:
Vocational Program/Course/Room:	Signature of Inspector:

PORTABLE FIRE EXTINGUISHERS SELF INSPECTION CHECKLIST

Guidelines: This checklist covers some of the regulations issued by the U.S. Department of Labor - OSHA under 29 CFR 1910.157 which were adopted by reference and the New Jersey Department of Community Affairs State Fire Prevention Code N.J.A.C. 5:18-3.4. It applies to the placement, use, maintenance and testing of portable fire extinguishers. Definitions of underlined terms are provided at the end of the checklist to help you understand some of the questions. **The questions most likely not the responsibility of the individual teacher are marked with an asterisk (*).** Any question marked with the symbol (⊗) indicates a history of previous violations in vocational schools.

This checklist does not address detailed regulations covering the methods used for hydrostatic testing of fire extinguishers. Please consult 29 CFR 1910.157 for additional information.

General Requirements		<u>Please Circle</u>
1.⊗	Are portable fire extinguishers mounted, located and identified so that they are readily accessible? [29 CFR 1910.157(c)(1) and 5:18-3.4(f)1 NFPA 10]	Y N N/A DK
2.*	Are all portable fire extinguishers approved? [29 CFR 1910.157(c)(2) and 5:18-3.4(f)1 NFPA 10]	Y N N/A DK
3.*	Are portable fire extinguishers using carbon tetrachloride or chlorobromomethane prohibited? [29 CFR 1910.157(c)(3)]	Y N N/A DK

Comments/Corrective Action

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| 4. | Are portable fire extinguishers fully charged and operable and kept in their designated places at all times? [29 CFR 1910.157(c)(4) and N.J.A.C. 5:18-3.4(f)1 NFPA 10] | Y N N/A DK |
| 5.* | Have all the following portable fire extinguishers been removed from service? [29 CFR 1910.157(c)(5) and N.J.A.C. 5:18-3.4(f)6] | Y N N/A DK |
| | (i) Soldered or riveted shell self-generating soda acid. | |
| | (ii) Self-generating foam. | |
| | (iii) Gas cartridge water or antifreeze type. | |
| | <p>Note: These types of fire extinguishers are operated by inverting the extinguisher to rupture the cartridge or to initiate an uncontrollable pressure generating chemical reaction to expel the agent.</p> | |
| 6. | If fire extinguishers are enclosed in cabinets, is access to the cabinet unobstructed and is the cabinet clearly visible? [29 CFR 1910.157(c)(1) and N.J.A.C. 5:18-3.4(d)4] | Y N N/A DK |
| 7. | If fire extinguishers are enclosed in cabinets with opaque doors, are doors unlocked and are cabinet contents indicated on the outside? [N.J.A.C. 5:18-3.4(d)5i] | Y N N/A DK |
| 8. | When fire extinguishers are enclosed in locked cabinets and doors are equipped with approved visual identification clear glass panels, are glass panes easily broken; is the door capable of being opened when the glass panel is broken; is the unlocking handle painted red; is the direction the handle must be pushed or pulled indicated to open the door; and is the door labeled "Fire Equipment-In Case of Fire Break Glass and Operate Red Handle?" [N.J.A.C. 5:18-3.4(d)5ii] | Y N N/A DK |

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| 9. | When fire extinguishers are enclosed in locked cabinets and doors are completely glass, is door labeled "In Case of Fire Break Glass?" [N.J.A.C. 5:18-3.4(d)5iii] | Y N N/A DK |
| 10. | Are extinguishers installed on the hangers or on the brackets supplied, mounted in cabinets, or set on shelves unless the extinguishers are of the wheeled type? [N.J.A.C. 5:18-3.4(f)1 NFPA 10] | Y N N/A DK |
| 11. | Are extinguishers which are installed under conditions where they are subject to physical damage protected from impact? [N.J.A.C. 5:18-3.4(f)1 NFPA 10] | Y N N/A DK |

Training and Education

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| 12.⊕ | When students/teachers are expected to use fire extinguishers, have they been trained to familiarize them with the general principles of fire extinguisher use and the hazards involved with <u>incipient stage fire-fighting</u> ? [29 CFR 1910.157(g)(1)] | Y N N/A DK |
| 13. | Is this training given at the time of initial assignment and annually thereafter? [29 CFR 1910.157(g)(2)] | Y N N/A DK |
| 14. | If fire extinguishers are provided, are teachers/students instructed in the proper use of portable fire extinguishers? [N.J.A.C. 5:18-3.15(b)2] | Y N N/A DK |

Selection and Distribution

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| 15. | Is at least one fire extinguisher available in each laboratory, shop or other vocational room and one fire extinguisher available for each 2,500 square feet of floor area? [N.J.A.C. 5:18-3.4(f)2ii] | Y N N/A DK |
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16. Using the table that follows, are portable fire extinguishers selected and distributed based on the classes (see class definitions at end of checklist) of anticipated fires and on the size and degree of hazard which would affect their use? [29 CFR 1910.157(d)(1) and N.J.A.C. 5:18-3.4(f)1] Y N N/A DK

First Hazard Class	Maximum Permitted Distance to Portable Fire Extinguisher
A	75 feet ¹
B	50 feet ²
C	50-75 feet ³
D	75 feet ⁴

¹Uniformly spaced standpipe systems or hose stations connected to a sprinkler system installed for emergency use may be used in lieu of Class A portable fire extinguishers.

²Depending on size of extinguisher and size of fire hazard, a maximum 30 foot travel distance may be required.

³Use existing Class A or Class B Hazards to determine the required pattern.

⁴Required where combustible metal powders, flakes, shavings or similarly sized products are generated at least once very two weeks.

Note: The distribution requirements may not apply if there is an emergency action plan which designates certain individuals to be the only individuals authorized to use the available portable fire extinguishers, and which requires all others in the fire area to immediately evacuate the affected area upon the sounding of the fire alarm.

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Inspection, Maintenance and Testing

17.*☹ Are portable fire extinguishers visually inspected monthly? Y N N/A DK
[29 CFR 1910.157(e)(2) and N.J.A.C. 5:18-3.4(f)1 NFPA 10]

18.*☹ Are portable fire extinguishers subjected to an annual maintenance check? [29 CFR 1910.157(e)(3) and N.J.A.C. 5:18-3.4(f)1 NFPA 10] Y N N/A DK

Note: An example of a violation is there was no documentation or indication on the inspection tags that the portable fire extinguishers were visually inspected monthly.

19.* Are records of the annual maintenance check kept and retained for at least a year? [29 CFR 1910.157(e)(3)] Y N N/A DK

20.* Are stored pressure dry chemical extinguishers that require a 12 year hydrostatic test emptied and subjected to applicable maintenance procedures every 6 years? [29 CFR 1910.157(e)(4) and N.J.A.C. 5:18-3.4(f)1 NFPA 10] Y N N/A DK

Note: Dry chemical extinguishers having non-refillable disposable containers are exempt from this requirement.

21.* When portable fire extinguishers are removed for service, are standby or spare units temporarily installed of the same type and capacity? [29 CFR 1910.157(e)(5) and N.J.A.C. 5:18-3.4(f)5] Y N N/A DK

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22. Does each extinguisher have a tag or label securely attached that indicates the month and year the inspection, maintenance and recharging was performed and identifies the person performing the service? [N.J.A.C. 5:18-3.4(f)1 NFPA 10] Y N N/A DK

Hydrostatic Testing

- 23.* Are extinguishers hydrostatically tested at intervals listed in the Table below? [29 CFR 1910.157(f)(2) and N.J.A.C. 5:18-3.4(f)1 NFPA 10] Y N N/A DK

TABLE L-1	
Type of extinguishers	Test Interval (years)
Stored pressure water and/or antifreeze	5
Wetting agent	5
Aqueous Film Forming foam (AFFF)	5
Dry chemical with stainless steel	5
Carbon dioxide	5
Dry chemical, stored pressure, with mild steel, brazed brass or aluminum shells	12
Halon 1211	12
Halon 1301	12
Dry powder, cartridge or cylinder operated with mild steel shells	12

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Note: Portable extinguishers shall not be hydrostatically tested if the unit has been repaired by soldering, welding, brazing, or use of patching compounds; if the cylinder or shell thread are damaged; if there is corrosion that has caused pitting, including corrosion under removable name plate assemblies; if the extinguisher has been burned in a fire; or if calcium chloride extinguishing agent has been used in a stainless steel shell.

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| 24.* | Is hydrostatic testing performed by trained persons with suitable testing equipment and facilities? [29 CFR 1910.157(f)(1) and N.J.A.C. 5:18-3.4(f)1 NFPA 10] | Y | N | N/A | DK |
| 25.* | Are hydrostatic testing certification records maintained that show the date of the test, the signature of the person who performed the test and the serial number, or other identifier, of the fire extinguisher that was tested? [29 CFR 1910.157(f)(16)] | Y | N | N/A | DK |
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Definitions:

Class A Fire means a fire involving ordinary combustible materials such as paper, wood, cloth, and some rubber and plastic materials.

Class B Fire means a fire involving flammable or combustible liquids, flammable gases, greases and similar materials, and some rubber and plastic materials.

Class C Fire means a fire involving energized electrical equipment where safety requires the use of electrically nonconductive extinguishing media.

Class D Fire means a fire involving combustible metals such as magnesium, titanium, zirconium, sodium, lithium and potassium.

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Incipient Stage Fire means a fire which is in the initial or beginning stage and which can be controlled or extinguished by portable fire extinguishers, Class II standpipe or small hose systems without the need for protective clothing or breathing apparatus.